



# PARK & RECREATION COMMISSION MINUTES

## REGULAR MEETING – January 18, 2018

### MEMBERS PRESENT

X Judy Zaretzke	Kate Hancock - Cooke	X Gary Lawell
X Peter Kelly	X Jim Vedder	X Ted Galloway
X Lee Hillstrom	X Amanda Loudon	X Christopher Kunz

### STAFF PRESENT

X Michael T. Kading, Director of Parks & Recreation  
X Laurie Olson, Superintendent of Recreation  
X Trevor Fink, Superintendent of Parks  
Jim Kluge, Recreation Supervisor

OTHERS PRESENT: Tom Schultz, Scott Boelter, Brian Defferding, and Mayor Kaufert

**MEETING CALLED TO ORDER BY Commissioner Zaretzke at 4:30 P.M.**

### CORRESPONDENCE

None.

### APPEARANCES

Scott Boelter wanted to thank Superintendent of Recreation Olson, Recreation Supervisor Kluge and the volunteers for putting on a great first Winter Festival at Washington Park. Also, he wanted to thank the Park & Rec Dept for turning off the lights at Memorial Park ice rink overnight; he also questioned where the idea of changing the name of Arrowhead Park is coming from. Staff indicated that this was recently brought up during a Public Service and Safety meeting.

Mayor Kaufert introduced Tom Schultz as a local resident and artist who has presented an idea for a sculpture that might fit nicely within the Park and Recreation system. Mr. Schultz gave a brief personal history and then indicated he would like to dedicate an art piece themed around the history of the Fox River and presented a conceptual drawing titled "Promise of the River." See attached. Mayor Kaufert stated that an Art Council has been created in Neenah and is very interested in moving forward with art throughout the City of Neenah. Commissioner Hillstrom is interested in getting an electronic copy of the proposed art piece. Commissioner Kelly questioned whether this was different than the art piece referenced under action item #5. Staff indicated that it is. Also noted was that the Commission does not currently have a process for accepting public art/sculpture to be placed within the park and recreation system.

### MINUTES

MSC Hillstrom / Kelly to approve the minutes of the December 21, 2017. All voting aye.

### BILL VOUCHERS

Commissioner Zaretzke reviewed the vouchers for December and found them to be in order.

### MISSION ACTION REPORT

- Commissioner Lawell inquired about the status of the adult softball leagues and expressed concern regarding current facilities. Superintendent of Recreation Olson responded that she has been monitoring the decline of adult softball and has been communicating with surrounding communities and privates facilities regarding possible opportunities. More information will be known within the month about the direction of softball in Neenah. As for the facilities, Staff suggested maintaining until the future is known. There are still opportunities for use to be explored. Both Commissioners Lawell / Kelly expressed concern regarding the Washington Park lights. Staff will make every



effort to sell this asset. Commissioner Hillstrom questioned what other opportunities might be available. Staff indicated that all options are being explored whether it be kickball, whiffle ball, etc.

- Director Kading indicated that a Committee of the Whole is being scheduled for review of the Arrowhead Park status. He indicated that a date had not been set but will let the Commission know when the committee will meet.

**BUSINESS FOR CONSIDERATION**

**BUSINESS ITEM #1: FACILITY USE AGREEMENT**

Three facility use agreements were reviewed. Director Kading indicated that all have been reviewed with the respective organizations and that there did not seem to be any issues. The YMCA has signed and returned its agreement.

- A. **YMCA: MSC Lawell / Kelly** to approve the facility use agreement with the YMCA from January 2018 through December 2020. Motion Carried.
- B. **Neenah Nodaway Yacht Club: MSC Hillstrom / Vedder** to approve the facility use agreement with the Neenah Nodaway Yacht Club from January 2018 through December 2020. Motion Carried.
- C. **Fox Valley Sailing School: MSC Vedder / Lawell** to approve the facility use agreement with the Fox Valley Sailing School from January 2018 through December 2020. Motion Carried.

**BUSINESS ITEM #2: Arrowhead Park – Preliminary Design for Activity Building / Boardwalk**

A review of the findings from the Activity Building Task Force was shared and discussed. The overall conceptual master plan for the park was reviewed and how the activity building will fit into the overall plan for the park. The Commission expressed concern over the size and use of the facility. The original concept/ space plan recommended approximately 3,700 square feet, including a workshop which is no longer a priority. The Commission felt that 3,000 square feet would be more than adequate. It was also recommended that we do not size the parking lots for the highest, one-time use, but design them to meet regular day-to-day use.

**MSC Louden / Hillstrom** to accept and recommend the agreement for Professional Services from SEH for preliminary design and opinion of probable costs of the activity building and boardwalk in the amount of \$49,480, providing that Option A would consist of a simple, scaled-back version including restrooms, programmable space and open air covered space while Option B would consist of restrooms, rental/concessions, programmable space and an open air covered space. Motion Carried.

**BUSINESS ITEM #3: Washington Park – Fitness Equipment**

Director Kading reviewed the process of how the quotes were obtained in accordance with the Community Block Grant funding opportunity. Below is a list of the quotes that were received. Staff is recommending the quote submitted by Greenfields Equipment based upon cost, quality and value.

**Summary of Quotes**

MN/WI Playground	\$14,389.16
Greenfields Equipment	\$15,000.00
Miller & Assoc	\$16,085.00
Lee Recreation	\$19,662.00
Gerber Leisure Products (1)	\$13,192.00
Gerber Leisure Products (2)	\$12,945.50

**MSC Lawell / Louden** to accept and recommend the quote from Greenfields Outdoor Fitness, Anaheim, California, for the purchase of the 13-Person, Cross-Fitness Rig in the amount of \$15,000 using Community Block Grant funds. Motion Carried.



**BUSINESS ITEM #4: Washington Park – Electronic Sign**

The process and time line was reviewed regarding the Community Block Grant funding of this item. Request for Proposals were prepared and sent out January 3 and opened on January 17. RFP's were sent directly to four sign companies; three companies responded with a total of five proposals.

**Summary of RFP's**

- Fox Cities Sign, Appleton - Option A \$24,260.03
- Fox Cities Sign, Appleton - Option B \$28,775.73
- TLC, Kimberly - Option 1 \$33,591.40
- TLC, Kimberly - Option 2 \$35,266.65
- Jones Sign, DePere - Option 1.0/1.1 \$25,307.10

**MSC Commissioner Kunz / Vedder** to accept and recommend the RFP as submitted by Fox Cities Sign, Appleton (Option A) in the amount of \$24,260.03 to purchase and install an electronic display sign at Washington Park using CBG Funds. Motion carried.

**BUSINESS ITEM #5: Public Art and Sculpture in Parks**

Given the Commission recently addressed a possible donation of art and there is a possibility of two additional art pieces being proposed, Staff is suggesting that a policy / procedure for accepting or commissioning art be developed to provide general direction related to proposed art. Commissioner Kelly agreed that a general policy or procedure providing direction would be helpful. Commissioner Lawell indicated that any such policy should not become financially restrictive. Commissioner Kunz requested that cultural sensitivity be considered along with political figures. Commissioner Galloway expressed appreciation for attempting to get out ahead of these issues rather than reacting to situations or opportunities and is encouraged about developing an endowment for future art.

General consensus from the Commission is that a policy/procedure should be developed and presented to the Commission during the February Commission meeting.

**BUSINESS ITEM #6: Announcements & Future Agenda Items**

- Public Art/Sculpture in the park policy
- Sprint Easement for Douglas Park

**LIAISON REPORTS**

**PLANS COMMISSION:** None.

**HARBOR COMMITTEE:** Galloway reported that Tom has been ill but should try to get a meeting scheduled.

**SCHOOL BOARD:** Kunz reported that a review of the school facility study would be presented in the near future. The pool at NHS needs to be fixed and will be shut down during the summer for those repairs.

MSC Lawell / Hillstrom to adjourn at 6:01pm. Motion Carried.

Recorded for the Commission by Michael T. Kading, CPRP